

Completing your Financial Reports

Final Financial Report

1. Download the [Final Financial Report](#)
2. Type in your Organization Name, select the Grant Type, Grant ID#, and Award Amount.
3. Enter all expenses spent out of the grant funds and your exact matching funds in the Expense Type section. The "TOTAL GRANT EXPENDITURES" must be twice the amount of your grant. For instance, if you received a \$1,000 award, your "TOTAL GRANT EXPENDITURES" should be exactly \$2,000, even if your project cost you \$9,500 in total. Do not enter more or less than the grant award and exact match.
*Note: These expenses **must** match the projected expenses in your Revised Budget. To review your Revised Budget, log in to your online grant account or refer to your signed Metro Arts grant contract.
4. The bottom section of the form will automatically calculate.
5. Type your name, title, and date. SAVE your form then upload the completed form to the *Support Materials* section of the closeout report you wish to close.

Itemized Report of Expenditures

1. Download the [Itemized Report of Expenditures](#)
2. Type in your Organization Name, select the Grant Type, and type Grant ID#.
*Note: If you have more than 25 expenses to report, please use the same pdf template to create a second page. Complete as many pdf's as needed to include all itemized costs.
3. Type your name, title, and date. Save your form and upload the completed form to the *Support Materials* section of the closeout report you wish to close.

Completing your online Closeout Report | Due on or before June 15, 2016

1. Log-In to your GO: GrantsOnline account and click on
2. Find the Metro Arts grant that you are ready to close
3. Click the link labeled
4. Complete both sections of the report:



Closeout Report – Arts Advocacy Efforts, Staffing, Number of Participants, Participant Demographics, Schools/Students Served, and more
Support Materials – Photos, Project Location Spreadsheet, Financial Reports

5. **Validate and Submit** – If all required fields have been completed, the Closeout Report will be successfully submitted once you click this button
6. Once the Closeout Report has been successfully submitted, click the link for and complete

